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Projects to Retire EMPL

On December 5, 2005, DPA deployed CPPS as our system for recording employee and position transactions. All transactions to hire, pay, and track employees are now entered in CPPS. Implementation of the Human Resources Data Warehouse (HRDW) has been delayed as tests have shown some problems that need to be addressed before implementation. The HRDW's function will be to archive and report both current and historical data on employees, positions, job classes and the workforce. In the mean time the transactions generated from CPPS are being loaded back into EMPL to support reporting and extracts until the HRDW is ready.

EMPL as the Temporary Archive

Until all agencies are using the HRDW for reports and extracts, CPPS transaction are being back-loaded into the EMPL database. Currently each day's transactions are loaded back to EMPL through an automated process. Transactions rejected by the automatic process are being manually entered by DPA. The lag time from data entry into CPPS and the load to EMPL is ranging from 1 to 8 days, depending on the volume.

The automatic process is being refined to better process all transactions and reduce errors. Some known problems have been fixed and others are still being worked on. Many actions now correctly synchronize the position with the employee action.

Many actions from CPPS correspond well to specific actions in EMPL, but others do not. Because the 'Other Data Change' action in CPPS covers a range of EMPL actions it was necessary to pick one EMPL action to apply to the transaction when it was loaded back. For the data correction actions in CPPS the process assigns the new actions of 98D for employees and 97D for positions in EMPL. See the table that follows for the assignment of action codes back to EMPL.

Not all the data fields that exist in EMPL have corresponding fields in CPPS. For example, the position Fund Percent fields in EMPL, cannot be added or changed by a transaction from CPPS. Some derived fields, like the Base Dollar Adjustment, are not being calculated and stored.

The last point to note is that the entries into EMPL since December 5, 2005 will not be saved as the permanent history, so any errors resulting from the reverse feed will not go to the HRDW. When the HRDW is populated it will be loaded with the EMPL historical data through December 4, 2005 only, and then the transactions as they have been entered into CPPS beginning December 5th, 2005 will be applied.

CPPS Employee Action	CPPS Action Subtype	EMPL Action
01 - New Hire		301 - New Employee
02 - Leave with pay		506 - Short Term Disability
03 - Leave without pay		510 - Leave Without Pay
04 - Return from Leave		336 - Return from Voluntary Furlough/Short Term Disability
05 - Separation		501 - Separation

06 - Promotion		420 - Promotion
06 - Promotion	FA - Reappointment	435 - Reappointment
06 - Promotion	FB – Reallocation/Reclassification	420 - Promotion
06 - Promotion	PN - System Maintenance	103 - Change Class
07 - Job reclassification (Judicial or Non-classified only)		411 - Change Classification
07 - Job reclassification (Judicial or Non-classified only)	PN - System Maintenance	103 - Change Class
08 - Demotion	FA - Reappointment	435 - Reappointment
08 - Demotion	FB – Reallocation/Reclassification	430 - Voluntary Demotion
08 - Demotion	HA - Voluntary	430 - Voluntary Demotion
08 - Demotion	HB - Disciplinary Action	432 - Disciplinary Demotion
08 - Demotion	PN - System Maintenance	103 - Change class
09 - Job Assignment Change		701 - Create/Change Job Records
09 - Job Assignment Change	GA - Vacating one of multiple positions	Write to Error Report, no automatic update
09 - Job Assignment Change	GB - Hire to additional position	Write to Error Report, no automatic update
10 - Transfer		401 - Transfer
10 - Transfer	FA - Reappointment	401 - Transfer
10 - Transfer	FB – Reallocation/Reclassification	409 - Change Classification
11 - Other Data Change		602 - Change Demographics
11 - Other Data Change	HB - Disciplinary Action	Error, no automatic update
11 - Other Data Change	KA - Probation/Employee Status Change	682 - Change Employee Status
11 - Other Data Change	KB - Adjusted Service Date Change for LWOP	683 - Change Initial Employment Date/Adjusted Service Date
11 - Other Data Change	KC - Adjusted Service Date Change for Break in Service of 90 days or less	683 - Change Initial Employment Date/Adjusted Service Date
11 - Other Data Change	KD - Adjusted Service Date Change for Reemployment	683 - Change Initial Employment Date/Adjusted Service Date
11 - Other Data Change	KE - Performance Rating	684 - Change Rating Information
12 - Data Correction		98D - Data Correction from CPPS EDB
12 - Data Correction	LA - Pay Rate Correction	98D - Data Correction from CPPS EDB
12 - Data Correction	LB - Appeal Correction	98D - Data Correction from CPPS EDB
12 - Data Correction	LC - Service Date Correction	683 - Change Initial Employment Date/Adjusted Service Date
14 - Rehire		301 - New Employee
14 - Rehire	NA - Reemployment	330 - Reemployment
14 - Rehire	NB - Reinstatement	320 - Reinstatement
15 - Employee Self Service change		602 - Change Demographics
80 - Pay Adjustment		Write to Error Report, no automatic update
80 - Pay Adjustment	HB - Disciplinary Action	106 - Disciplinary Reduction
80 - Pay Adjustment	PA - Movement in or out of SES	155 - Change Salary Non-classified and Contract Classified
80 - Pay Adjustment	PB - Removal from Save Pay	113 - Remove Employee from Saved Pay
80 - Pay Adjustment	PC - Voluntary Reduction	130 - Voluntary Reduction
80 - Pay Adjustment	PD - Restore from Voluntary Reduction	131 - Increase Salary, Return from Voluntary Reduction
80 - Pay Adjustment	PE - Compression/Matching	125 - Compression
80 - Pay Adjustment	PF - Counter Offer	126 - Counter Offer
80 - Pay Adjustment	PG - Delayed Promotional Increase	127 - Delayed Promotional Increase
80 - Pay Adjustment	PH - Delayed New Hire Increase	128 - Delayed Hiring Increase
80 - Pay Adjustment	PI - Performance Pay	142 - Performance Pay Adjustment
80 - Pay Adjustment	PJ - Professional Development	413 - Range Change
80 - Pay Adjustment	PL - Restore from Disciplinary Reduction	107 - Increase Salary, return from Disciplinary Reduction
80 - Pay Adjustment	PN - System Maintenance	121 - Change Salary (Sys Maint)
80 - Pay Adjustment	PO - Movement within Broad Band	124 - Increase Salary Broadband Class

80 - Pay Adjustment	PM - Annual Compensation Survey	120 - Change Salary (Survey)
88 - Payroll/Benefits Change		701
71 - Deleted record		Write to Error Report, no automatic update
72 - Organization Transfer		Write to Error Report, no automatic update
73 - ID Change		Write to Error Report, no automatic update

CPPS Position Action	EMPL Action
01 - New Position	203 - Create Position
02 - Reclassify Position	408 - Change Classification, vacant position (Only applied if the position is vacant)
04 - Abolish Position	201 - Abolish Position
05 - Budget Adjustment	222 - Change Funded, Organization Unit, ...
07 - Reactivate Position	209 - Re-establish an Abolished Position
08 - Position Evaluation	410 - Sustain Classification
09 - Other Data Change	222 - Change Funded, Organization Unit, ...
10 - Error Correction	97D - Data Correction from CPPS PDB
12 - Incumbent Update (Status Change)	Exclude from update
30 - System Maintenance	Write to Error Report, no automatic update

CPPS Processing Tip

Please remember that transfers from one payroll org ID to another must be sent to DHR for processing. This is still an overnight process, so please plan accordingly. You will be able to verify that the transfer has taken place by reviewing the DD20 report for your agency out of Document Direct. Please contact Ranea Taylor at hr.support@state.co.us if you need further assistance.

CPPS Training

Additional training sessions are being scheduled. Watch the web for the updated schedule. Please contact Ranea Taylor at hr.support@state.co.us with training questions.

Human Resources Data Warehouse

Work on the Human Resources Data Warehouse (HRDW) is progressing with the expectation that it will be up and operating in parallel with EMPL for a time. This will allow agencies to view reports from the HRDW while the EMPL database continues to serve as the source for extract data. The EMPL database will remain until agencies have adapted their processes to use the extracts from the HRDW.

The initial table load is complete and is currently undergoing a verification process to ensure the accuracy of the database. This database load makes the HRDW current as of the cut over date of December 4, 2005. The final step will be to load and verify the daily change activity since December 4. Once that is complete the HRDW will become the source database for Personnel Reporting.

The HRDW will archive and report both current and historical data on employees, positions, job classes and the workforce. Until the HRDW is ready and all agencies are using it for reports and extracts, the transactions generated from CPPS will continue to be back-loaded into the EMPL database to support agency reporting and extract requirements.

Please contact paula.amelon@state.co.us if you have any questions or concerns.